

Microsoft Publisher 365, Part 1 of 4: Get Started

page 1

Meet the expert: I'm Kari Hoen. I have a Bachelors degree in Business and Accounting from Concordia College in Moorhead, I was a CPA and went on to get my Masters in Education Technology from Pepperdine in Malibu, California. I have been working as a trainer and consultant for Microsoft Office products for more than 20 years and I've helped clients in almost every industry in a wide range of different capacities and applications. I have taught thousands of people how to use Microsoft Office apps (Excel, Access, Outlook, PowerPoint etc). I have done stand-up classroom style training, virtual training, on-demand training, self-paced training, executive training, one-on-one training – you name it – I've probably done it. I LOVE teaching people how to use these everyday programs better, ways to save time so you can work SMARTER and have more time for the things that you love. Thanks so much for allowing me to help you learn.

Prerequisites: Experience with other Office toolbars and concepts is helpful but not required.

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Course description: Microsoft Publisher 365 is a solution for creating rich visual publications. This course will get you started with the Publisher interface, as well as using Templates and how to start a publication from scratch.

Course outline:

Getting Started

- Introduction
 - Getting Started
 - Demo: Get Started
 - Dialog Box Launcher
 - Page Design
 - Help
 - Ruler
 - Backstage
 - Views
 - Preferences
 - Saving
 - Summary
- Background
 - Shapes
 - Insert Tab
 - Page Parts
 - Summary

Starting with Templates

- Introduction
- Starting with Templates
- Demo: Templates
- Business Cards
- Template Varieties
- Email Template
- Labels
- Online Templates
- Event Banner
- Custom Templates
- Summary

Starting from Scratch

- Introduction
- Starting from Scratch
- Demo: Create Publication